



COMPTROLLER

(Program/Budget)

UNDER SECRETARY OF DEFENSE  
1100 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1100



OCT 20 2005

MEMORANDUM FOR UNDER SECRETARIES OF DEFENSE  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
ASSISTANT SECRETARY OF THE ARMY (FINANCIAL  
MANAGEMENT AND COMPTROLLER)  
ASSISTANT SECRETARY OF THE NAVY (FINANCIAL  
MANAGEMENT AND COMPTROLLER)  
ASSISTANT SECRETARY OF THE AIR FORCE (FINANCIAL  
MANAGEMENT AND COMPTROLLER)  
COMPTROLLER, U.S. SPECIAL OPERATIONS COMMAND  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTOR, JOINT STAFF  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Reprogramming Submission Requirements

During July and August 2005, the Office of the Under Secretary Defense (Comptroller) staff along with Service representatives participated in a working group led by the Defense Finance and Accounting Services (DFAS) Lean 6 Team. The purpose of the working group was to look at the current reprogramming process to determine if there were ways to improve the timeliness and quality of the Department's reprogramming actions.

As a result of this effort, the Lean 6 working group recommended a number of process improvements that were presented to, and approved by, the Under Secretary of Defense (Comptroller). The process improvements listed below are effective with all reprogramming actions submitted for fiscal year 2006 consideration.

- Components should submit their transmittal memorandum and DD 1415 electronically in Microsoft Word along with a PDF file with a Financial Management signature- no hard copy.
- Components should provide a Point of Contact (POC) along with a phone number on each transmittal memorandum.
- All coordinations will be done electronically, no exceptions.

- Coordinating offices will have 4 working days to review and coordinate on reprogramming actions; coordination will be assumed after 4 days.
- All reprogramming actions should be submitted to my POC by the 5<sup>th</sup> work day of the month. Reprogramming actions requiring congressional approval will be consolidated and forwarded monthly to the defense congressional committees. All Internal Reprogramming actions will also be consolidated and forwarded monthly to the USD(C) for approval.
- Any actions received after the 5<sup>th</sup> will be held for the next month's processing.

The above process improvements will be incorporated into the DoD 7000.14-R, the Department of Defense Financial Management Regulation (DoDFMR), Volume 3, Chapter 6, in the next revision. My point of contact (POC) for this action is Brian Snyder, [Brian.Snyder@osd.mil](mailto:Brian.Snyder@osd.mil), 703-697-0021; all reprogramming actions should be submitted to my POC.

These processes will improve the timeliness of our reprogramming process and I request your support in adhering to the revised procedures.



John P. Roth  
Deputy Comptroller

cc: OUSD(C) Director, Military Personnel and Construction  
OUSD(C) Director, Operations  
OUSD(C) Director, Investment  
OUSD(C) Director, Revolving Funds